

SCOPE OF DUTIES STATEMENT

REDEVELOPMENT MANAGER

(EL PASO CONTRACT POSITION)

General Purpose:

Under the administrative direction of the Director of Economic Development, manage, supervise, plan and implement the activities of the City of El Paso's Redevelopment vision.

Typical Duties:

- Develop and maintain a long term, effective plan for a systematic redevelopment strategy; identify redevelopment areas
- Develop City of El Paso redevelopment policy
- Plan, develop, coordinate and administer residential, commercial and industrial redevelopment projects
- Develop implementation schedules
- Coordinate land acquisition and relocation policies and procedures for compliance with State guidelines as well as other policies and procedures required to implement redevelopment programs
- Develop strategy and implement relocation operation in the event of resident/merchant displacement
- Participate in evaluation of project economics, community needs and land use in developing recommendations for types of development appropriate for redevelopment project areas
- Coordinate the selection of consultants and oversee studies and related outcomes
- Manages negotiations related to the purchase of real estate in cooperation with legal department
- Develop financing strategy for redevelopment projects
- Supervise, train and evaluate professional and technical subordinates.
- Research complex redevelopment problems
- Oversees the preparation of a variety of site plan designs and reports recommendation
- Review and make recommendations on technical reports and studies
- Coordinate redevelopment activities with other City departments, outside agencies, merchant organizations, neighborhoods and developers.
- Represent City of El Paso at public meetings, citizen committees, etc.
- Assist in preparing and administering the department and agency-operating budget
- Meet with and advise developers, community and merchant groups regarding redevelopment programs and projects; explain redevelopment policies, practices and regulations
- Perform other related duties as assigned

Knowledge, Skills and Abilities:

- Good knowledge of redevelopment principles and practices
- Good project management and implementation skills
- Good knowledge of the principles, practices and procedures of Texas redevelopment law
- Good knowledge of Federal, state and local laws, rules and regulations related to redevelopment agencies and programs
- Good Knowledge of Federal and State funded redevelopment programs
- Good knowledge of the principles of budget preparation and management
- Good knowledge of development and professional services contracting, bidding procedures and contract oversight
- Excellent time and project management skills
- Excellent writing, presentation, report, typing and computer skills.

- Strong team building and management skills.
- Ability to understand and apply existing federal and state laws and regulations regarding real estate and property management, relocation and redevelopment
- Ability to establish and maintain effective working relationships with the public, including construction rehabilitation programs efficiently and effectively
- Ability to prepare and analyze complex development studies, reports, memoranda, applications and other documents
- Ability to supervise, train and evaluate professional staff
- Ability to multi-task, meet deadlines and work under minimal supervision..
- Ability to communicate clearly and concisely, orally and in writing, preferably both in English and Spanish.

Other Job Characteristics:

- Work extended hours as necessary
- Valid Texas Class “C” Drivers License or equivalent from another state.

Minimum Qualifications:

Education and Experience: Equivalent to a combination of an accredited bachelor’s degree in business or public administration, economics, finance or related field and four (4) years of professional experience in the administration of a local government redevelopment program.